Information needed to submit an application in the PMC Publisher Portal

The following information is required in the application, unless the field is indicated as optional

Contact Information

- Name and email address of person submitting and/or monitoring the application

Journal Information

- Title
- Sponsoring organization name (optional)
  - Sponsoring organization URL (optional)
- Country/Territory
- Publication start year
- Publication frequency
- Estimated number of peer-reviewed articles per year
- In what format is the journal published?
  - Electronic-only, Print-only, Print & Electronic
- ISSN (print) and/or ISSN (electronic)
- Is the entire journal Open Access?

Language information

- Are all articles published fully in English?
- If no, what other language(s)?
- If not all articles are published in English, what is the first volume and issue in which the journal published all full-text content in English?

Journal details and Policies

- Journal website URL
- Aims and scope (URL)
- Names and Affiliations of the Editorial Board (URL)
- Editorial policies (URL)
- Peer Review Process (URL)
- Policies on Conflict of Interest, Human and Animal rights, and Informed Consent (URL)
- Data sharing policy (URL)

General Publisher Information

- Organization Address
- Publisher website (URL)
- Business Structure
- Names and titles of organization owner (if applicable) and executives
- Parent or related companies, and/or subsidiary organizations associated with the organization
- (include the names, URLs and relationship to applicant)

Editorial Management

- A description of the process by which editors are selected for journal(s).
- Management team members
  - Name and title
  - Responsibilities
  - Prior experience in scientific publishing
  - Membership in professional associations

Publisher Policies

- Editorial policies (URL)
- Peer review policy (URL)
- Advertising policy (URL)
- Research ethics policy (URL)
- Informed consent policy (URL)
- The process for handling cases requiring corrections, retractions, and editorial expressions of concern (URL)